VAHC Mountain Valley District Eagle Scout Checklist

Virginia Headwaters Council — Mountain Valley District • Updated November 2026

1. Eagle Scout Project Approval

Preparation Phase

1. Select a Beneficiary and Define the Project

- Choose a project that benefits a religious institution, school, or community organization (not related to Scouting).
- Ensure it aligns with the criteria in the Eagle Scout Leadership Service Project Workbook.

2. Develop the Project Proposal

- Use the current Eagle Scout Leadership Service Project Workbook (October 2026 edition, No. 512-927), available from Scouting Advancement at scouting.org. Scouts who started with the 2023 version of the workbook may continue with it.
- Include project purpose, scope, and leadership roles.

3. Obtain Initial Feedback

- Discuss the project with your Scoutmaster, Eagle Coach, or unit leader.
- Seek guidance from the project beneficiary.

4. Submit the Proposal for Approval

- Secure signatures from: beneficiary representative; unit leader (Scoutmaster); unit committee chair.
- Present the proposal to the district or council advancement committee for approval. **The proposal must be approved before any work on the project begins.**
- If the project will be funded by fundraising beyond contributions from the beneficiary, your unit, or its chartered organization, the Eagle Scout Service Project Fundraising Application must also be approved **before fundraising begins**.

Eagle Coordinators by Area:

Augusta & Parts of Rockingham County:

• Scott Meeks — daddys2devils0509@yahoo.com | 540-280-5139

• Ed Potter — potterscoutsbsa@gmail.com

Pendleton & Rockingham County:

• Kemper Dadisman — KEMPSHOME@aol.com

Alleghany, Bath, & Rockbridge Counties:

• Judy Goodbar — toadrunjag@hotmail.com

Mountain Valley District Advancement Chair:

• Kent Baisley — baisleykp@gmail.com

Execution Phase

5. Plan and Execute the Project

- Develop a detailed project plan, including materials, budget, and a timeline.
- Lead others in completing the project as documented in the workbook.

6. Complete Project Report

- Document the results, challenges, and lessons learned in the Eagle Scout Leadership Service Project Workbook.
- Obtain the beneficiary's signature confirming the project's completion.

2. Eagle Scout Rank Application Approval

Preparation Phase

1. Verify Completion of Requirements

- Confirm active participation, Scout spirit, required merit badges, leadership role, service project, and unit leader conference are completed.
- Eagle requires **21 merit badges in total: 13 Eagle-required badges plus 8**

elective badges. Note: Citizenship in Society was discontinued as a required badge on February 27, 2026 — a Scout who started it before that date and completes it by December 31, 2026 may still count it.
- All requirements except the Board of Review must be completed **before your 18th birthday**.

2. Fill Out the Eagle Scout Rank Application

- Use the current official application (2026 edition, No. 512-728) from Scouting Advancement.
- Include accurate dates and details to avoid delays. Use dates that are in Scoutbook or Scouting.org — these are the "official" dates council and national will use for verification.

3. Prepare Supporting Documents

- Statement of ambitions and life purpose.
- List of leadership positions, honors, and awards.
- Complete Eagle Scout Leadership Service Project Workbook.

4. Obtain Required Signatures

- Signatures from: candidate; unit leader; unit committee chair.

5. Request References

- Ask the four individuals listed on the application to provide references.
- References may be submitted by letter, email, or other methods approved by the council, ensuring confidentiality.
- If references are not received after diligent effort, the Board of Review can proceed. Be prepared to explain efforts made to gather references.

3. Scheduling the Eagle Board of Review

1. Coordinate with the District or Council Advancement Chair

- The advancement chair schedules the Board of Review after verifying application completion.
- The Board of Review may be held within 24 months after your 18th birthday (Guide to Advancement 8.0.3.1 and 9.0.4.0).

2. Prepare for the Board of Review

- Wear the full official Scout uniform.
- Review your Scouting journey, leadership roles, and project outcomes.

3. Participate in the Eagle Scout Board of Review

- The board verifies all requirements are met and discusses your Scouting experiences.
- Members include at least one district or council representative.

4. Receive Board Decision

- If approved, the application is signed and forwarded to the National Advancement Program Team.

5. National Council Review and Credentials

- Credentials are returned to the local council, and you can plan your Eagle Court of Honor.

For detailed policies and processes, refer to Section 9.0.0.0 of the Guide to Advancement.

Important Resources

- **Eagle Scout Rank Application** (2026 edition, No. 512-728) — Scouting Advancement, scouting.org
- **Eagle Scout Leadership Service Project Workbook** (October 2026 edition, No. 512-927) — https://www.scouting.org/wp-content/uploads/2026/10/Eagle-Scout-Leadership-Service-Project-Workbook-1.pdf
- **Mountain Valley District Eagle Project Info page** — virginiaheadwaters.org/districts/mountain-valley/eagle-project-info/
